14

REPORTS INVENTORY				CONTROL NO.			
PREPARE IN DUPLICATE				DDS/OTR/EA - 7			
1. TITLE OF REPORT (if a fill-in report include Form No.) Program Call				2. TYPE OF REPORT	X	STATISTICAL	
					X	NARRATIVE	
						MACHINE-NAME LISTING	

3. FUNCTIONAL AREA	2	PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL	1	FINANCE			

4. NO. OF COPIES PREPARED 13	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually	6. DISTRIBUTION (No. of components not number of copies) 5

7. FORMAT (memorandum, form computer print-out, etc) Memorandum, Form	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo from Director, PPB
	YES	IF YES GIVE ADP PROCESSING NO.	
	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/BF	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 7 - Work sheets from Station, Staff & School Chiefs

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	9.10		80		728.00		1		728.00